



Accounting Technician Apprenticeship

Recruitment Phases

Below is a guide to understanding the main stages in the recruitment process for this National Apprenticeship programme



01 | APPLICATION:

This is your opportunity to provide full details on your qualifications, work history, motivation for the Accounting Technician Apprenticeship and a career in accounting. Your online application is your unique selling point. It will be screened by Accounting Technicians Ireland first to see if you meet the eligibility requirements to proceed to the next stage.



02 | ATI TELEPHONE INTERVIEW:

If your application meets eligibility requirements, Accounting Technicians Ireland will schedule a telephone interview with you. The call will be for 10-15 minutes approximately.

Questions for this telephone interview will typically focus on the following:

1. What you know about the programme.
2. Why you have decided to apply.
3. Why you would like a career in accounting.
4. How you intend to manage programme requirements.
5. How you intend to prepare for an interview if selected by an employer.

If your telephone interview has been successful, your application and telephone notes are progressed and sent on to participating employers in your region for them to review.

So please make sure you put your best foot forward on the application form and spend some time preparing for the telephone interview.



03 | INTERVIEWS:

Employers select only the applicants they would like to interview. They will update you directly on their own interview process. Typically interviews focus on discussing your application and your interest in accounting.



04 | OFFERS:

Provisional offers and final contracts are extended after employer interviews. The Accounting Technician Apprenticeship programme begins early September and you will be registered as an Apprentice prior to programme commencement.

TIMELINES:

-
- Applications Open:** February 2018
- ATI Telephone Interview:**
Within a month of submitting application
- Employer Interviews:** Up until late August 2018
- Applications Close:** Late August 2018
- Offers:** Late August 2018